

PAG – Semester Close-out Spring 2012 – **SENIORS ONLY**

PAG S10 Process Steps	Details – SENIORS ONLY
Step 1: Follow packet guidelines and deadlines	<ul style="list-style-type: none"> ➤ Sure failures due Tues., 5/8 <ul style="list-style-type: none"> -include both QT. grades & comments ➤ Failures due Thurs., 5/17 from Wed. finals, 5/18 from Thurs. finals ➤ Check dates/times of finals(see below) ➤ Check deadline for close of Skyward & for grades to be submitted.
Step 2: Determine who must take finals Post list in your room to notify SENIORS by Tues. 5/15 Take attendance each hour of final exams Note: Senior finals are during regular school day time schedule	<ul style="list-style-type: none"> ➤ 3 tardies to your class, 7 cumulative tardies, more than 3 absences(field trips/funerals do not count), 1 skip, F for either quarter, transfer student after first 3 days of sem., or absent on MAD ➤ Revise as needed, especially as a result of Mandatory Attendance Day – 5/15 ➤ Your record is law. (Skyward absences may differ from your own record.) ➤ Students only attend the classes for which finals are required ➤ Only mark attendance for those required to take the final. Email counselor if student doesn't attend. <ul style="list-style-type: none"> -include both quarter grades ➤ Wed., 5/16 → EB 1, 3, 5 – Thurs. 5/17 → 2, 4, 6 ➤ Students must stay the entire time, even if finished early! If they leave early, the final grade is an F. (See no show details)
Step 3: Use nine-weeks-tests as framework for final exams	<ul style="list-style-type: none"> ➤ Plan review activities. <ul style="list-style-type: none"> -crossword puzzles, interactive games, group review sessions, _____
Step 4: Figure grades <i>*You can do this step now for senior only classes. You might wait for a mixed grade class, so as to avoid reposting.</i> NO SHOW for FINALS?	<ul style="list-style-type: none"> ➤ Check your skyward settings: 40/40/20 ➤ Only count final exam grades that help students who opted to take the exam. ➤ Double check both quarter grades for rounding Purposes. ➤ Mark comment #16 on grade posting. ➤ Grade for exam 0%, grade for semester 1%
Step 5: Double check grades & print proof sheets	<ul style="list-style-type: none"> ➤ Print 2 copies: one to submit to the principal's office and one for your record. ➤ Due Friday, 6/1 by 4 P.M.
Step 6: Plan for next year	<ul style="list-style-type: none"> ➤ Submit copies to the office. <ul style="list-style-type: none"> -classroom expectations/procedures -syllabus --icebreaker materials

